



City of Flagstaff
Purchasing Division
211 W. Aspen Avenue
Flagstaff, Arizona 86001
P: (928) 213-2276
F: (928) 213-2209
Issue Date: November 3, 2014
Due Date: November 21, 2014

**REQUEST FOR INFORMATION (RFI #2015-31)
WIRELESS COMMUNICATION/SMALL CELL ANTENNA SYSTEMS ON CITY PROPERTY**

The City of Flagstaff (City) hereby issues a Request for Information (RFI) from qualified vendors to gather information on wireless communication/small cell antenna systems on City property.

It is agreed and understood that Responses to this Solicitation are considered to be working documents while they are under consideration, and, as such, are not subject to official bid openings. The only information released at the public opening of Responses to this RFI will be the names of the respondents.

QUESTIONS

Any questions pertaining to this RFI shall be directed to: Amy Hagin, Senior Procurement Specialist, via email ahagin@flagstaffaz.gov. Questions will be answered up to five (5) days prior to the RFI opening date.

ADDENDA, REJECTION AND CANCELLATION

The City of Flagstaff reserves the right to revise any part of the RFI by issuing an addendum to the RFI at any time prior to the submission deadline. It is the sole responsibility of each firm to check the City of Flagstaff's website for Addendum postings: <http://www.flagstaffaz.gov/bids.aspx>. Issuance of this RFI in no way constitutes a commitment by the City of Flagstaff to award a contract. The City of Flagstaff reserves the right to cancel this announcement if it is determined to be in the City's best interest. All materials submitted in this response become the property of the City. The City of Flagstaff also reserves the right, at its sole discretion, to waive administrative informalities contained in any future Invitation for Bids.

PREPARATION COSTS

The City shall not be responsible for costs associated with preparing the RFI.

MINIMUM REQUIREMENTS

The City is requesting information for the use of public rights-of way, buildings, utility poles and/or other improvements or facilities by wireless service/small cell antenna providers licensed by the Federal Communications Commission. The City is considering a multi-year term lease agreement for multiple qualified vendors to supply and install communications equipment on certain buildings, utility poles and/or other improvements and/or facilities located in the corporate City limits. Where approved, the use and lease will provide the rights to install, maintain, replace, repair and operate communications equipment on selected and appropriate buildings, utility poles and other improvements or facilities which may be located on City property or in public right-of-way.

INFORMATION REQUESTED:

The purpose of this RFI is to obtain unit costs associated with wireless communication /small cell antenna systems on City property on an annual basis. The wireless communication/small cell antenna systems will be provided and installed by the cellular vendor, and not have any costs accrued by the City.

The City requests that each qualified vendor provides the following information:

- Technical specifications of your firms equipment, inclusive of the type of equipment (wireless/small cell antenna), and footprint.
- A fee matrix based upon annual charges for the wireless communication systems/small cell antenna to occupy City-owned property..
- Suggested location(s) and type(s) of locations of City property

PACKAGE SUBMITTAL

Please include one original of the entire RFI package. The RFI must be in a sealed envelope/package: Marked as follows: **RFI #2015-31 – Wireless Communication/Small Cell Antenna Systems on City Property”**.

PARTICIPATION

Vendors are encouraged to complete the Acknowledgment of Receipt and fax it back for notification of any RFI Addendums. Vendors are also encouraged to frequently check the City of Flagstaff's website for Addendum postings <http://www.flagstaff.az.gov/bids.aspx>.

DUE DATE

RFI's are due by 3:00 p.m., Friday, November 21, 2014, to be delivered to:

Attn: Amy Hagin

ahagin@flagstaffaz.gov

Senior Procurement Specialist

City of Flagstaff – Purchasing Division

211 W. Aspen Avenue

Flagstaff, AZ 86001

**CITY OF FLAGSTAFF
MANAGEMENT SERVICES - PURCHASING
211 WEST ASPEN AVENUE, FLAGSTAFF, ARIZONA 86001
(928) 213-2206 / FAX (928) 213-2209**

RFI ACKNOWLEDGMENT

UPON RECEIPT OF THE REQUESTED RFI DOCUMENTS, YOU MUST COMPLETE THE FOLLOWING INFORMATION AND FAX THIS COVER BACK TO (928) 213-2209. THE RETURN OF THIS PAGE IS THE ONLY WAY A VENDOR WILL RECEIVE ADDENDUMS. FAILURE TO RETURN THIS PAGE UPON RECEIPT OF THE RFI DOCUMENT MAY MAKE YOU INELIGIBLE TO PARTICIPATE IN THE RFI.

RFI NUMBER:	2015-31
RFI NAME:	WIRELESS COMMUNICATION SYSTEM/SMALL CELL ANTENNA WITHIN PUBLIC RIGHT-OF-WAY
TOTAL NUMBER OF PAGES:	3

COMPANY NAME:	
CONTACT PERSON: PHONE NUMBER, FAX NUMBER EMAIL ADDRESS AND COMPLETE MAILING ADDRESS	PHONE: EMAIL:
DID YOU RECEIVE THE TOTAL NUMBER OF PAGES REQUESTED:	YES ____ NO IF NO, WHAT PAGE NUMBERS ARE YOU MISSING:
PLEASE SIGN ACKNOWLEDGING RECEIPT & EMAIL TO AHAGIN@FLAGSTAFFAZ.GOV	

*****Please Return Immediately If Participating*****